

Welcome from the Business Office!

We're excited to have you join the Linsly community. Below is general information, but please know that we are happy to help answer any account questions.

Due Dates

Payments for tuition and boarding (if applicable) are due by the due dates stated in your Enrollment Contract for the selected payment option. All payment plans include a first due date of July 15th.

Please note that the payment option selected in the Enrollment Contract applies to tuition only. Incidentals are charged and paid separately. Incidentals may include but are not limited to charges for cafeteria lunch, DTE breakfast bar, concessions, bookstore, required electronic books, class trips, AP exams, etc. We are currently in the process of implementing system changes related to incidental charges and will provide more detailed information before the start of the new school year.

Making a Payment

Payments may be made using one of the following methods. Please allow the appropriate lead time for online bill pay options or payments sent by mail.

Nine Month Payment Option: If you have chosen this option in your Enrollment Contract, you were required to establish VC Pay where you chose a payment method and account from which to make the scheduled tuition payments automatically. The first withdrawal date is July 15th. Subsequent withdrawals will take place on the 15th of each month through March 15th. If the 15th falls on a weekend or holiday, the withdrawal will occur on the next business day. Please note that this applies to tuition payments only.

Online Payments: We are currently in the process of implementing system changes and will provide more detailed information before the start of the new school year.

Check Payment by Mail: Please include your student's name in the memo line and make checks payable to The Linsly School. Checks may be mailed to: The Linsly School, Student Accounts c/o Business Office, 60 Knox Lane, Wheeling, WV 26003.

Wire Transfer Payments: Please contact us for wire instructions.

Late Fees/Returned Checks

A late payment fee may be assessed each month that the balance is past due over 30 days. The late payment fee will be 1.5% of the amount past due over 30 days with a minimum late fee of \$15 and a maximum late fee of \$100. Any payments returned for insufficient funds (NSF) including failed ACH transactions will incur a \$35 returned payment fee.

Support

Your questions and concerns are important to us. Please do not hesitate to contact us.

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